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ABSTRACT

This manual explains how to administer the Life Career Development Needs Survey(s) for adults and suggests ways to use the data obtained. Three separate needs surveys are included for the following segments of the adult population: young adult, middle adult, and older adult. The instruments are based on three domains of career development needs: interpersonal effectiveness; work and life skills; and life career planning. These domains represent major spheres of concern in the Georgia Comprehensive Career Guidance Project's life career development model. (See ERIC document CE 019 692 for a detailed description of the career guidance model for postsecondary and adult programs; ED 160 850 describes the elementary and secondary career guidance model.) Other related documents contain the administration manuals for the following: the Life Career Development Needs Survey for elementary students (CE 019 697) and secondary students (CE 019 698); guidance program assessment instruments for elementary schools (CE 019 694), secondary schools (CE 019 695), and postsecondary and adult programs (CE 019 696); and three community survey instruments (CE 019 693). (BM)

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LIFE CAREER DEVELOPMENT NEEDS SURVEY:

ADULT-YOUNG, MIDDLE & OLDER

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College of Education
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CE 019 699

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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GEORGIA CAREER GUIDANCE PROJECT
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INTRODUCTION

This manual explains how to administer the Life Career Development Needs Survey(s) - Adult and auggests ways to tuse the data obtained. Three separate Needs Surveys are included for segments of the adult population: Young Adult, Middle Adult, Older Adult.

The items included in the instruments reflect important concerns in Life Career Development programs. The needs were derived from the three domain areas of Interpersonal Effectiveness, Work and Life Skills, and Life Career Planning. These domains were suggested in Career Guidance in Georgia - A Program Development Guide (Dagley and Hartley, 1976). Three forms are used because the context and emphasis of adult needs change as one proceeds through the life span. However, their fundamental similarity will allow them to be analyzed in the same fashion.

DIRECTIONS FOR ADMINISTRATION

This survey is designed to determine the perceived needs of adults in Postsecondary and Adult/Continuing Education Programs. The needs listed in each instrument are common concerns of adults in that age range. The types of needs described are those that could possibly be met through a Comprehensive Career Guidance delivery system.

Respondents are asked to fill in the pertinent data concerning age, sex, social security number grid, date, location, and name. The respondent's answers on the survey may remain confidential by leaving the name space blank if this is desired. The use of black lead pencil (#2 or softer) is requested for scoring purposes. The instrument has been constructed in such a way it is amenable to computer scoring and interpretation. For this reason, ink or ballpoint pens are inappropriate to use. Also, it should be stressed that circles should be filled in carefully and completely in order to avoid any mechanical scoring errors.

The directions are to be read by the individual respondents. After they have been read, the administrator should determine if there are any questions about the survey procedure. The directions follow a three step procedure for each item. First, the respondents are asked whether an item is a HIGH NEED or LOW NEED for them. They are asked to fill in the appropriate circle under the HIGH NEED or the LOW NEED heading. If an item has been responded to a a HIGH NEED, each person is then asked to determine if this need requires immediate attention. Respondents are to fill in the circle under the URGENT column if they feel this is an

area of pressing importance. The last step asks the person to fill in the circle of the ASSISTANCE column if assistance is desired in a particular area that the item describes. Assistance could be obtained through services such as individual counseling, special courses, and providing relevant information.

INSTRUMENT INTERPRETATION

The results of the survey may have interpretative value in the following ways:

A. Program Participant Opinions: A comprehensive perspective can be obtained by computing the total percentage of those responding to the HIGH NEED category. These figures may indicate the perceived needs of the adult population being served by the local program.

B. Pressing Needs: The URGENT column can identify various areas which are of immediate concern to program participants. These items could reflect key issues for the staff to attend to immediately. This allows staff to set priorities.

C. Desired Assistance: The higher frequency items responded to in the Assistance column could be valid indicators of needs that respondents feel Counseling & Personnel Services Program Staff should be helping them with as they are involved in the educational program.

D. Population Research: Group data could be used for research on sex, age, and other group differences. Normative data and data

for longitudinal research purposes could be compiled through computer analysis.

E. Individual Planning: The survey could be used for individual educational/program planning with those individuals who desire to put their names on the instrument. Determining the various high needs, pressing needs, and needs that require assistance for different persons can be useful for furthering individual personal development and career counseling.

THE CARD SORT METHOD

It may be desirable to use a card sort approach with individual clients. The items would need to be reproduced in a card sort format for this approach.

A card sort method is utilized when one or more of the following conditions occur:

1. The respondent(s) has difficulty in reading the paper and pencil format.
2. The respondent(s) has difficulty understanding the three step response process.
3. Additional questions or different questions are required in the assessment.
4. The assessment procedure is to be closely integrated in with an individual counseling process.

A card sort from is provided for the Older Adult in Appendix D. A similar form can be produced for the other groups.

APPENDIX A:

Life Career Development Needs Survey:
Young-Adult

Name _____ Location _____ Date _____

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LIFE CAREER DEVELOPMENT NEEDS SURVEY: YOUNG ADULT

Earl J. Moore and Timothy B. Duthler

This survey examines various areas of adult needs or requirements. It is designed to determine the level of need in each area and to identify areas in which assistance is desired.

INSTRUCTIONS

Use black lead pencil only (#2 or softer). DO NOT use ink or ballpoint pens. Make heavy black marks that FILL CIRCLE completely. Make no marks except within the circles. Complete Steps 1, 2, and 3 for each item.

Step 1. Read each item carefully. Does this item represent an area of HIGH NEED or LOW NEED for you? Fill in the circle indicating your answer of HIGH NEED or LOW NEED for each item.

Step 2. If you answered HIGH NEED for an item, does this area require immediate attention? Fill in the circle indicating YES in the URGENT column to identify a most pressing need.

Step 3. Is assistance desired in meeting this need? Whether you answered HIGH NEED, LOW NEED, or URGENT for an item, you might desire assistance through services such as individual counseling, special courses, or relevant information. Fill in the circle indicating YES in the ASSISTANCE column if you would like help in this area.

Print your Social Security Number in the blocks. Fill in the appropriate circles completely.

⓪	⓪	⓪	⓪	⓪	⓪	⓪	⓪	⓪
①	①	①	①	①	①	①	①	①
②	②	②	②	②	②	②	②	②
③	③	③	③	③	③	③	③	③
④	④	④	④	④	④	④	④	④
⑤	⑤	⑤	⑤	⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨	⑨	⑨	⑨

Please mark your Sex and Age

Sex: ○ Male ○ Female

Age: ○ Below 20
○ 20 - 30
○ Over 30

I need:

	HIGH NEED	LOW NEED	URGENT YES	ASSISTANCE YES
1. to know more about post-high school educational alternatives, e.g., college/vocational-technical schools, training programs, military	○	○	○	○
2. to learn how to register and vote in my community	○	○	○	○
3. to learn how to prepare a career resumé	○	○	○	○
4. to know how to speak up for myself--be more assertive	○	○	○	○
5. to develop my job interviewing skills	○	○	○	○
6. to feel lonely less often	○	○	○	○
7. to know how to communicate better with my family	○	○	○	○
8. to figure out what I can realistically achieve in life	○	○	○	○
9. to improve specific job skills or be retrained	○	○	○	○
10. to be able to clarify my religious values and beliefs	○	○	○	○
11. to know how to improve my test taking abilities	○	○	○	○
12. to understand my aptitudes and abilities	○	○	○	○

need:

	HIGH NEED	LOW NEED	URGENT YES	ASSISTA: YES
3. to understand how to cope with the problems (physical, mental, social) that other members of my family are experiencing	O	O	O	O
4. to learn how to accept and cope with the death of a parent(s) or other significant person	O	O	O	O
5. to be able to "let go" and be more spontaneous with my friends	O	O	O	O
6. to know how to reassess my goals in life	O	O	O	O
7. to know what factors (people, values, feelings) influence my career planning	O	O	O	O
8. to understand how my style of living will be influenced by various types of jobs that I will hold	O	O	O	O
9. to understand how my spouse's career goals will affect me and our relationship	O	O	O	O
0. to be able to understand some of my feelings about death and dying	O	O	O	O
1. to learn how to be more effective in speaking in group situations	O	O	O	O
2. to be able to talk with others about topics of interest	O	O	O	O
23. to know how to improve my listening skills in a group setting	O	O	O	O
24. to learn how to handle my money better, e.g., bank accounts, consumer tips, credit card use	O	O	O	O
25. to learn how to establish a good working relationship with my employer	O	O	O	O
26. to know how to develop or maintain my physical health and skills, e.g., coordination, strength, and fitness	O	O	O	O
27. to feel more capable and competent	O	O	O	O
28. to learn how to cope with my divorce or separation	O	O	O	O
29. to understand and cope with a physical problem I am experiencing.	O	O	O	O
30. to know how to express my thoughts more clearly in writing	O	O	O	O
31. to know how to use the financial and legal services available to me	O	O	O	O
2. to understand more about the use/abuse of drugs, including alcohol	O	O	O	O
3. to learn how to resolve value conflicts with my family & friends.	O	O	O	O
4. to be able to know how to appropriately relate to my parents as I mature and go through various stages of my adult life	O	O	O	O
5. to learn how to explore all the new career opportunities now available to both men and women	O	O	O	O
6. to know how to change things about myself that I do not like	O	O	O	O

need:

	HIGH NEED	LOW NEED	URGENT YES	ASSISTA YES
37. to know what it's like to be employed in a particular area, e.g., actual on-the-job experiences, how to do well and measure up to expectations	O	O	O	O
38. to know how to develop specific plans which will help me reach my educational and occupational goals	O	O	O	O
39. to learn how to be a better houseperson--providing better food and living conditions	O	O	O	O
40. to improve my knowledge of common machines such as cars, appliances, stereo	O	O	O	O
41. to understand how my behavior affects my relationships with others	O	O	O	O
42. to learn how to be less confused and frustrated when things go wrong	O	O	O	O
43. to know more about environmental issues such as the conservation and use of natural resources	O	O	O	O
44. to know how to invest my money wisely, e.g., insurance, stocks and bonds, real estate	O	O	O	O
45. to learn how to improve my decision making skills - generate alternatives, weigh consequences, make commitments	O	O	O	O
46. to know how my abilities/strengths can be used in various types of jobs	O	O	O	O
47. to learn how to make a better first impression when meeting others	O	O	O	O
48. to understand how my short term career plans relate to my eventual career goals	O	O	O	O
49. to understand the relationships between my career plans and possible training that will be needed	O	O	O	O
50. to understand and/or accept the changing work roles and expectations of men and women	O	O	O	O
51. to know how to utilize and apply for financial assistance to further my educational plans	O	O	O	O
52. to know how to be a more effective parent, e.g., discipline, sharing responsibilities, personal development	O	O	O	O
53. to learn how to begin family planning, e.g., unwanted pregnancies, birth control	O	O	O	O
54. to know how to cope with being in a learning environment again	O	O	O	O
55. to develop recreational and sporting skills that will enable me to participate in activities and events	O	O	O	O
56. to learn how to deal with problems which block my career progress, e.g., promotion, salary, new responsibilities	O	O	O	O
57. to learn how to obtain health care for myself and my family	O	O	O	O

need:	HIGH NEED	LOW NEED	URGENT YES	ASSISTAN YES
8. to understand how my career goals will affect the way I live.....	O	O	O	O
59. to understand more about legal responsibilities, e.g., income tax, auto insurance, reporting crimes.....	O	O	O	O
60. to learn how to be more satisfied with myself, my accomplishments, and my daily life.....	O	O	O	O
61. to increase my ability to participate in current events, e.g., politics, human rights issues, community involvement.....	O	O	O	O
62. to understand how leisure time opportunities are affected by employment in various occupations.....	O	O	O	O
63. to learn how to improve or be more accepting of my appearance....	O	O	O	O
64. to be able to feel more comfortable in groups of people.....	O	O	O	O
65. to learn how to accept and cope with my (or my wife's) pregnancy and the birth of my child.....	O	O	O	O
66. to understand the interest costs of credit purchases and installment buying.....	O	O	O	O
67. to know how to establish more close and lasting friendships.....	O	O	O	O
68. to know how to deal with the responsibilities of being a single parent.....	O	O	O	O
69. to know how to make use of social agencies, e.g., Family Service, Employment Security Commission, mental health centers.....	O	O	O	O
70. to learn how to use community resources in my career planning and exploration.....	O	O	O	O
71. to know how to evaluate a job in terms of its potential earnings.....	O	O	O	O
72. to complete more of the tasks and projects which I start.....	O	O	O	O
73. to know how to adapt to changes in my financial status.....	O	O	O	O
74. to know how to use my time more effectively in my daily life.....	O	O	O	O
75. to improve my reading skills.....	O	O	O	O
76. to know how to improve my sexual relationship with my partner....	O	O	O	O
77. to know how to express myself to others more openly and freely.....	O	O	O	O
78. to know how to improve my math and computational skills.....	O	O	O	O
79. to know how to explore leisure time activities that best fit my interests and skills.....	O	O	O	O
80. to know how to integrate the many different roles I will assume throughout my life, e.g., marriage, worker, parent.....	O	O	O	O

APPENDIX B:

Life Career Development Needs Survey: Middle Adult

Name _____ Location _____ Date _____

Revised 6/77

LIFE CAREER DEVELOPMENT NEEDS SURVEY: MIDDLE ADULT

Earl J. Moore and Timothy B. Duthler

This survey examines various areas of adult needs or requirements. It is designed to determine the level of need in each area and to identify areas in which assistance is desired.

INSTRUCTIONS

Use black lead pencil only (#2 or softer). DO NOT use ink or ballpoint pens. Make heavy black marks that FILL CIRCLE completely. Make no marks except within the circles. Complete Steps 1, 2, and 3 for each item.

Step 1. Read each item carefully. Does this item represent an area of HIGH NEED or LOW NEED for you? Fill in the circle indicating your answer of HIGH NEED or LOW NEED for each item.

Step 2. If you answered HIGH NEED for an item, does this area require immediate attention? Fill in the circle indicating YES in the URGENT column to identify a most pressing need.

Step 3. Is assistance desired in meeting this need? Whether you answered HIGH NEED, LOW NEED, or URGENT for an item, you might desire assistance through services such as individual counseling, special courses, or relevant information. Fill in the circle indicating YES in the ASSISTANCE column if you would like help in this area.

Print your Social Security Number in the blocks. Fill in the appropriate circles completely.

⓪	⓪	⓪	⓪	⓪	⓪	⓪	⓪	⓪
①	①	①	①	①	①	①	①	①
②	②	②	②	②	②	②	②	②
③	③	③	③	③	③	③	③	③
④	④	④	④	④	④	④	④	④
⑤	⑤	⑤	⑤	⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨	⑨	⑨	⑨	⑨

Please mark your Sex and Age

Sex: ○ Male ○ Female

Age: ○ Under 40
○ 40 - 50
○ Over 50

I need:	HIGH NEED	LOW NEED	URGENT YES	ASSISTANCE YES
1. to develop/maintain recreational and sporting skills that will enable me to be an active participant.....	○	○	○	○
2. to know how to improve my math and computational skills.....	○	○	○	○
3. to know how to find more time for myself.....	○	○	○	○
4. to know how to express myself more clearly in writing.....	○	○	○	○
5. to know how to develop learning and study skills.....	○	○	○	○
6. to know how to communicate better with my children.....	○	○	○	○
7. to complete more of the tasks and projects I start.....	○	○	○	○
8. to know more about renting or buying a home.....	○	○	○	○
9. to feel more capable and competent.....	○	○	○	○
10. to understand my aptitudes and abilities.....	○	○	○	○
11. to learn how to prepare a career resumé for myself.....	○	○	○	○
12. to learn how to resolve value conflicts with my family & friends...	○	○	○	○

I need:

	HIGH NEED	LOW NEED	URGENT YES	ASSISTAN YES
3. to learn how to adjust to the fact that I am getting older and some of its implications, e.g., physical changes, life responsibilities, personal values	O	O	O	O
4. to know the steps I must follow to get a job or to change jobs	O	O	O	O
5. to know how to improve my sexual relationship with my partner	O	O	O	O
6. to learn how to improve or to be more accepting of my appearance	O	O	O	O
7. to understand and/or accept the changing work roles and expectations of men and women	O	O	O	O
8. to understand more about the use/abuse of drugs, including alcohol	O	O	O	O
9. to learn how to be more satisfied with myself, my accomplishments, and my daily life	O	O	O	O
0. to learn how to change things about myself that I do not like	O	O	O	O
1. to learn how to be more involved in my neighborhood or community activities, e.g., services, politics, recreation, area improvements	O	O	O	O
2. to learn how to explore all the new career opportunities now available to both men and women	O	O	O	O
3. to understand how my spouse's career goals will affect me and our relationship	O	O	O	O
4. to know how to use my time more effectively in my daily life	O	O	O	O
5. to understand how to cope with the problems (physical, mental, social) that other members of my family are experiencing	O	O	O	O
6. to know what it's like to be employed in a particular area, e.g., how to do well and measure up to the expectations of the job	O	O	O	O
7. to know how to make a better first impression when meeting others	O	O	O	O
8. to know how to integrate the many different roles that I have in my life, e.g., spouse, worker, parent	O	O	O	O
9. to learn how to improve my decision-making skills, e.g., generate alternatives, weigh consequences, make commitments	O	O	O	O
0. to know how to improve my listening skills in a group	O	O	O	O
. to be willing to enter new situations and try new things	O	O	O	O
. to learn how to be less confused and frustrated when things go wrong	O	O	O	O
. to know how to better cope or deal with responsibilities of being a single parent	O	O	O	O
to learn how to accept a change in responsibilities at work	O	O	O	O
. to understand my interests and personality characteristics	O	O	O	O
to learn how to invest my money wisely, e.g., insurance, stocks and bonds, real estate	O	O	O	O

need:

	HIGH NEED	LOW NEED	URGENT YES	ASSISTA YES
7. to know how to relate to my family (parents, children, siblings) as I mature and reach different stages of my adult life	O	O	O	O
8. to improve specific job skills or be retrained	O	O	O	O
9. to be able to feel more comfortable in some social situations I encounter	O	O	O	O
0. to know how to explore new choices or options when my career plans change	O	O	O	O
1. to improve my reading skills	O	O	O	O
2. to learn how to deal with problems which block my career progress, e.g., promotion, salary, new responsibilities	O	O	O	O
3. to understand and cope with the physical problems I am experiencing	O	O	O	O
4. to know how to develop a flexible career plan in relation to changes that might occur in my life situation	O	O	O	O
5. to understand more about legal responsibilities I face as an adult, e.g., income tax, auto insurance, reporting crimes	O	O	O	O
6. to learn how to cope with being in a learning environment again	O	O	O	O
7. to know how to get information about possible educational programs and training that might be of interest to me	O	O	O	O
8. to know how to adapt my life style to deal with environmental concerns, e.g., energy, resources	O	O	O	O
9. to understand how my behavior affects my relationships with others	O	O	O	O
0. to improve my ability to evaluate jobs in terms of their potential earnings	O	O	O	O
1. to learn how to establish a good working relationship with my employer	O	O	O	O
2. to know how to help other people understand my point of view	O	O	O	O
3. to feel lonely less often	O	O	O	O
. to know how to adapt to changes in my financial status	O	O	O	O
to learn how to accept and cope with the death of my spouse (or other significant person)	O	O	O	O
to learn how to set realistic goals that I can achieve in my lifetime	O	O	O	O
to understand if my present work role is providing the most satisfaction I can expect from a job	O	O	O	O
to know how to make use of social agencies, e.g., Family Service, Employment Security Commission, mental health centers	O	O	O	O

	HIGH NEED	LOW NEED	URGENT YES	ASSISTAN YES
59. to know how to be a more effective parent, e.g., sharing responsibilities, developing skills, providing enrichment experiences	O	O	O	O
60. to know how to speak up for myself--to be more assertive	O	O	O	O
61. to learn how to obtain information about various travel opportunities	O	O	O	O
62. to understand some of my feelings about death and dying as it relates to my personal life	O	O	O	O
63. to know how to use the financial and legal services available to me	O	O	O	O
64. to understand the relationships between my career plans and possible training I might want to take	O	O	O	O
65. to learn how to be more effective at speaking in group situations	O	O	O	O
66. to learn how to obtain health care for myself and my family	O	O	O	O
67. to know how to develop specific plans which will help me reach my educational and occupational goals	O	O	O	O
68. to learn how to accept my son or daughter leaving home	O	O	O	O
69. to improve my knowledge of common machines such as cars, appliances, stereos	O	O	O	O
70. to improve my ability to take an active and responsible role in making decisions that influence my life	O	O	O	O
71. to find suitable ways to exercise and maintain physical fitness	O	O	O	O
72. to know what factors influence my career planning, e.g., people, values, feelings	O	O	O	O
73. to understand how my abilities/strengths can be used in various types of jobs	O	O	O	O
74. to be able to clarify my religious values and beliefs	O	O	O	O
75. to know how to develop a better relationship with my spouse	O	O	O	O
76. to learn how to be a better house-person by providing better food and living conditions	O	O	O	O
77. to understand more about the interest costs of credit purchases and installment buying	O	O	O	O
78. to learn how to handle my money better, e.g., bank accounts, consumer trips, credit card use	O	O	O	O
79. to learn how to cope with my divorce or separation	O	O	O	O
80. to know how to plan for a retirement that will include satisfying and constructive activities	O	O	O	O

APPENDIX C:

Life Career Development Needs Survey: Older Adult

Name _____ Location _____ Date _____

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LIFE CAREER DEVELOPMENT NEEDS SURVEY: OLDER ADULT

Earl J. Moore and Jeanne Lee

This survey examines various areas of adult needs or requirements. It is designed to determine the level of need in each area and to identify areas in which assistance is desired.

INSTRUCTIONS

Use black lead pencil only (#2 or softer). DO NOT use ink or ballpoint pens. Make heavy black marks that FILL CIRCLE completely. Make no marks except within the circles. Complete Steps 1, 2, and 3 for each item.

Step 1. Read each item carefully. Does this item represent an area of HIGH NEED or LOW NEED for you? Fill in the circle indicating your answer of HIGH NEED or LOW NEED for each item.

Step 2. If you answered HIGH NEED for an item, does this area require immediate attention? Fill in the circle indicating YES in the URGENT column to identify a most pressing need.

Step 3. Is assistance desired in meeting this need? Whether you answered HIGH NEED, LOW NEED, or URGENT for an item, you might desire assistance through services such as individual counseling, special courses, or relevant information. Fill in the circle indicating YES in the ASSISTANCE column if you would like help in this area.

Print your Social Security Number in the blocks. Fill in the appropriate circles completely.

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

Please mark your Sex and Age

Sex: ○ Male ○ Female

Age: ○ 55 - 65
○ 65 - 75
○ Over 75

I need:

	HIGH NEED	LOW NEED	URGENT YES	ASSISTANCE YES
1. to learn more about social, recreational and educational programs that are available in the local community, e.g., YWCA-YMCA, churches, clubs	○	○	○	○
2. to learn ways to maintain personal attractiveness	○	○	○	○
3. to know how to make friends with others	○	○	○	○
4. to know how to live on less money	○	○	○	○
5. to know how to protect myself from crime	○	○	○	○
6. to know how to speak up for myself--be more assertive	○	○	○	○
7. to be able to find more time for myself	○	○	○	○
8. to know how to use my time more effectively in my daily life	○	○	○	○
9. to know how to adjust to my new retiree role	○	○	○	○
10. to find ways of becoming involved in helping people	○	○	○	○
11. to find ways to make my church work more meaningful	○	○	○	○
12. to find ways to be a better shopper	○	○	○	○
13. to complete more of the tasks and projects that I start	○	○	○	○

need:	HIGH NEED	LOW NEED	URGENT YES	ASSIST YES
. to know how to explore the benefits of various retirement settings and locations in terms of personal needs/values, e.g., climate, costs, mobility	O	O	O	O
5. to know how to invest my money wisely, e.g., insurance, stocks and bonds, real estate	O	O	O	O
6. to improve my ability to express my thoughts more clearly in writing	O	O	O	O
7. to improve my ability to deal with environmental crises that might affect my daily life, e.g., heat, lights, water	O	O	O	O
8. to know how to ensure that my will and/or letters of last request are properly prepared	O	O	O	O
9. to know what factors (people, values, feelings) influence my career and/or retirement planning	O	O	O	O
0. to know how to operate new and different equipment that I encounter in my daily life	O	O	O	O
1. to feel that my ideas or the things I can do are worthwhile	O	O	O	O
2. to find ways to participate in economic action groups for older citizens (AARP, NRTA, National Council of Senior Citizens)	O	O	O	O
3. to increase my ability to participate in current events, e.g., political events, societal concerns, human rights issues	O	O	O	O
4. to find ways to participate in volunteer groups and community services activities	O	O	O	O
5. to learn about recreational activities suitable for this stage of my life	O	O	O	O
6. to know how to communicate and maintain a harmonious relationship with my family, e.g., children and grandchildren	O	O	O	O
7. to know how to improve my listening skills in a group setting	O	O	O	O
8. to find ways to use facilities or participate in the activities (social, recreational, educational) of settings developed for older adults	O	O	O	O
9. to know how to get part time jobs to supplement my income	O	O	O	O
0. to learn how to accept and cope with the death of my spouse (or other significant person)	O	O	O	O
1. to learn how to deal with problems which block my retirement planning	O	O	O	O
2. to learn how to resolve value conflicts with others, e.g., family and friends	O	O	O	O
3. to understand more about the use/abuse of drugs, including alcohol	O	O	O	O
4. to know how to feel more confortable in social situations I encounter	O	O	O	O

need:	HIGH NEED	LOW NEED	URGENT YES	ASSISTA YES
35. to understand more about the possible benefits I am entitled to as an older adult, e.g., Social Service, Social Security, Supplemental Security Income	O	O	O	O
36. to learn and cultivate a new hobby	O	O	O	O
37. to know how to ensure that my future retirement income plan is adequate	O	O	O	O
38. to learn how to accept change in my responsibilities at work	O	O	O	O
39. to be able to understand the interest of credit purchases and installment buying	O	O	O	O
40. to know more about travel opportunities	O	O	O	O
41. to know more about the health problems I might experience as I grow older	O	O	O	O
42. to learn more about job opportunities suitable for this stage of my life	O	O	O	O
43. to know how to adjust to the new family role that I am assuming, e.g., grandparent, single person	O	O	O	O
44. to understand some of my feelings about death and dying as it relates to my personal life	O	O	O	O
45. to understand more about my legal responsibilities, e.g., income tax, insurance, reporting crimes	O	O	O	O
46. to learn how to provide health care for myself and my family	O	O	O	O
47. to learn more about good nutrition practices	O	O	O	O
48. to know how to help other people understand my point of view	O	O	O	O
49. to find ways to assist or relate to my friends who are ailing and/or lonely	O	O	O	O
50. to learn how to be less confused and frustrated when things go wrong	O	O	O	O
51. to know how to obtain information about adult education classes	O	O	O	O
52. to know how to get to the various places where I want to go more easily than I do now	O	O	O	O
53. to know how to keep records for financial and legal purposes	O	O	O	O
54. to learn how to cope with being in a learning environment again	O	O	O	O
55. to be able to clarify my religious values and beliefs	O	O	O	O
56. to learn more about maintaining safety in the home and handling emergencies	O	O	O	O
57. to know how to use the financial and legal services available to me	O	O	O	O
58. to know how to develop opportunities for teaching others handcraft skills	O	O	O	O

need:	HIGH NEED	LOW NEED	URGENT YES	ASSISTA YES
to know how to make use of social agencies, e.g., family services, employment services, mental health services.....	O	O	O	O
. to know how to accept the fact that I am getting older and some of its implications, e.g., physical changes, life responsibilities.....	O	O	O	O
. to find ways to accept and cope with a different living arrangement, e.g., living alone, retirement home, apartments.....	O	O	O	O
. to know how to find help in evaluating my skills and abilities for changing jobs or reentering the job market.....	O	O	O	O
3. to understand how to cope with problems (physical, mental, social) that other members of my family are experiencing.....	O	O	O	O
. to learn how to adapt to changes that occur in my life.....	O	O	O	O
. to improve my knowledge of how to do small repairs around the home.....	O	O	O	O
to learn ways of doing things in my daily life that used to be done or supported by others.....	O	O	O	O
. to know how I can continue to be independent.....	O	O	O	O
. to know how to develop flexible plans related to work or leisure so that I can adapt to changes which might occur in my life.....	O	O	O	O
9. to learn how to re-evaluate my future plans and goals in relation to my current retirement.....	O	O	O	O
0. to improve my ability to take more of an active and responsible role in making decisions that influence my life.....	O	O	O	O
. to know how to improve my relationship with my spouse.....	O	O	O	O
. to find new satisfactions apart from my work role or house role....	O	O	O	O
. to find ways to enter new situations and try new things.....	O	O	O	O
. to learn how to be more satisfied with myself, my accomplishments, and my daily life.....	O	O	O	O
to feel lonely less often.....	O	O	O	O
to know how to ensure that I can always find adequate means of transportation when I need it.....	O	O	O	O
to be able to gain a better understanding of myself.....	O	O	O	O
to learn how to take care of myself after a serious illness or other health problems.....	O	O	O	O
to find suitable ways to exercise and maintain physical fitness....	O	O	O	O
to know more about possible educational programs that may be helpful in my personal development.....	O	O	O	O

APPENDIX D:

Card Sort Items - Older Adult

I need:

to find ways to enter new situations and try new things.

I need:

to learn how to be more satisfied with myself, my accomplishments, and my daily life.

I need:

to feel lonely less often.

I need:

to know how to invest my money wisely e.g., insurance, stocks and bonds, real estate.

I need:

to improve my ability to express my thoughts more clearly in writing.

I need:

to learn more about social, recreational and educational programs that are available in the local community, e.g., YWCA-YMCA, churches, clubs.

I need:

to improve my ability to deal with environmental crisis that might affect my daily life, e.g., heat, lights, water.

I need:

to learn ways to maintain personal attractiveness.

I need:

to know how to ensure that my will and/or letters of last request are properly prepared.

I need:

to know what factors (people, values, feelings) influence my career and/or retirement planning.

I need:

to know how to make friends with others.

I need:

to know how to live on less money.

I need:

to know how to operate new and different equipment that I encounter in my daily life.

I need:

to feel that my ideas or the things I can do are worthwhile.

I need:

to know how to protect myself from crime.

I need:

to find ways to participate in economic action groups for older citizens (AARP, NRTA, National Council of Senior Citizens).

I need:

to increase my ability to participate in current events, e.g., political events, societal concerns, human rights issues.

I need:

to find ways to participate in volunteer groups and community services activities.

I need:

to learn about recreational activities suitable for this stage of my life.

I need:

to know how to communicate and maintain a harmonious relationship with my family, e.g., children and grand-children.

I need:

to know how to improve my listening skills in a group setting.

I need:

to know how to speak up for myself--be more assertive.

I need:

to know how to use my time more effectively in my daily life.

I need:

to be able to find more time for myself.

I need:

to know how to get part-time jobs to supplement my income.

I need:

to find ways to use facilities or participate in the activities (social, recreational, educational) of settings developed for older adults.

I need:

to learn how to accept and cope with the death of my spouse (or other significant person).

I need:

to learn how to deal with problems which block my retirement planning.

I need:

to know how to adjust to my new retiree role.

I need:

to find ways of becoming involved in helping people.

I need:

to learn how to resolve value conflicts with others, e.g., family and friends.

I need:

to find ways to make my church work more meaningful.

I need:

to know how to explore the benefits of various retirement settings and locations in terms of personal needs/values, e.g., climate, costs, mobility.

I need:

to find ways to be a better shopper.

I need:

to understand more about the use/abuse of drugs, including alcohol.

I need:

to know how to feel more comfortable in social situations I encounter.

I need:

to learn and cultivate a new hobby.

I need:

to know how to ensure that my future retirement income plan is adequate.

I need:

to learn how to accept change in my responsibilities at work.

I need:

to be able to understand the interest cost of credit purchases and installment buying.

I need:

to know more about travel opportunities.

I need:

to know more about the health problems I might experience as I grow older.

I need:

to learn more about job opportunities suitable for this stage of my life.

I need:

to know how to adjust to the new family role that I am assuming, e.g., grandparent, single person.

I need:

to understand some of my feelings about death and dying as it relates to my personal life.

I need:

to understand more about my legal responsibilities, e.g., income tax, insurance, reporting crimes.

I need:

to learn how to provide health care for myself and my family.

I need:

to learn more about good nutrition practices.

I need:

to know how to help other people understand my point of view.

I need:

to find ways to assist or relate to my friends who are ailing and/or lonely.

I need:

to learn how to be less confused and frustrated when things go wrong.

I need:

to complete more of the tasks and projects that I start.

I need:

to know how to obtain information about adult education classes.

I need:

to know how to get to various places where I want to go more easily than I do now.

I need:

to know how to keep records for financial and legal purposes.

I need:

to understand more about the possible benefits I am entitled to as an older adult, e.g., Social Service, Social Security, Supplemental Security Income.

I need:

to learn how to cope with being in a learning environment again.

I need:

to be able to clarify my religious values and beliefs.

I need:

to know how to make use of social agencies, e.g., family services, employment services, mental health services.

I need:

to know how to accept the fact that I am getting older and some of its implications, e.g., physical changes, life responsibilities.

I need:

to learn more about maintaining safety in the home and handling emergencies.

I need:

to know how to use the financial and legal services available to me.

I need:

to know how to develop opportunities for teaching others handcraft skills.

I need:

to find ways to accept and cope with a different living arrangement, e.g., living alone, retirement home, apartments.

I need:

to know how to find help in evaluating my skills and abilities for changing jobs or re-entering the job market.

I need:

to understand how to cope with problems (physical, mental, social) that other members of my family are experiencing.

I need:

to learn how to adapt to changes that occur in my life.

I need:

to improve my knowledge of how to do small repairs around the home.

I need:

to learn ways of doing things in my daily life that used to be done or supported by others.

I need:

to know how I can continue to be independent.

I need:

to know how to develop flexible plans related to work or leisure so that I can adapt to changes which might occur in my life.

I need:

to learn how to re-evaluate my future plans and goals in relation to my current retirement.

I need:

to improve my ability to take more of an active and responsible role in making decisions that influence my life.

I need:

to know how to improve my relationship with my spouse.

I need:

to find new satisfactions apart from my work role or house role.

I need:

to find suitable ways to exercise and maintain physical fitness.

I need:

to know more about possible educational programs that may be helpful in my personal development.

I need:

to know how to ensure that I can always find adequate means of transportation when I need it.

I need:

to be able to gain a better understanding of myself.

I need:

to learn how to take care of myself after a serious illness or other health problems.